



# LOUISIANA DEPARTMENT OF EDUCATION DIVISION OF LICENSING

## CHANGE OF LOCATION LICENSING INSPECTION CHECKLIST

This form must be completed and returned before an inspection can be scheduled.

**NOTE: The licensure process may take up to 90 days. Approval must be granted from the Division of Licensing before operation starts.**

**THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE LICENSING DIVISION BEFORE A CHANGE OF LOCATION IS MADE.**

### I. SUBMIT LICENSING RENEWAL PACKET TO LICENSING DIVISION

- A. In order to apply for a child care license, you must submit your Application for Licensure in CAFÉ.
- B. Your Application will not be considered complete the following occurs:
  - Completed application in CAFE: <https://cafe-cp.dcfslouisiana.gov/provider-service/>
  - Uploaded documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for child care purposes or Criminal Background Check for each owner, director and/or designee (Include clearance email from Licensing Division, if applicable.)
  - Uploaded Current Office of Fire Marshal Approval
  - Uploaded Current Louisiana Department of Health Approval
  - Uploaded Current City Fire Approval (if applicable)
  - Current General Liability Insurance Policy
  - Signed, dated, and notarized documentation of ownership of the early learning center
  - Paid initial fee \$25 in CAFE

### II. DOCUMENTATION OF THE FOLLOWING MUST BE AVAILABLE AT THE INITIAL LICENSING INSPECTION:

- Copy of current licensing regulations
- Current State Fire Marshal approval
- Current Office of Public Health approval (LHS 48 form)
- City Fire Department approval (Required in New Orleans area only)
- Zoning (Required in St. Bernard Parish, St. Charles Parish, City of New Orleans, Shreveport, Baton Rouge, Minden, Bossier City, Amite, Zachary, and Monroe)

Disclaimer: This list is informational and not intended to be a comprehensive or exhaustive list of the regulations or statutory requirements for operating a licensed child care center in the State of Louisiana.

Sample forms from the Licensing Library from <https://www.louisianabelieves.com/resources/library/licensed-centers>

- Office of Academic Approval (Contact Office of Early Childhood Type III Centers)
- Telephone
- Current commercial liability insurance
- Current commercial automobile insurance if you transport children
- Documentation verifying the qualifications of the director and director designee, if applicable. (Director qualifications are listed in §1709 of Bulletin 137 Early Learning Center Regulations. A director designee must meet the same qualifications as a director.)
- Personnel file for the director (file shall include director's application, date of hire, qualifications, documentation of a child care criminal background check (CCCBC)-based determination of eligibility for child care purposes, continuing education training and orientation).
- Personnel file for each employee (employee's application, date of hire, CCCBC, continuing education training and orientation).
- A parent handbook (to be used by your center).
- Documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for child care purposes for all owners, directors and staff.
- Current certification in CPR for at least 50% of staff.
- Current certification in Pediatric First Aid for at least 50% of your staff.
- First aid kit.
- Record for each child that includes the following:
  - child's information form (card) that lists the child's name, birth date, sex, date of admission, name and phone number of child's physician and dentist, dietary restrictions, and allergies and is signed and dated by the parent,
  - Written parental authorization to secure emergency medical treatment ○ Written agreement signed by parent authorizing the provider to release the child to a third party, if applicable
  - Written agreement signed by parent authorizing the provider to transport the child and a daily trip authorization form, if transportation is provided.  Written emergency plan and complete evacuation pack  Written policies and procedures for the following:
    - Child Abuse and Neglect ○ Non-discrimination ○ Admissions
    - Disclosure of Information
    - Complaint ○ Parental Access ○ Parental Involvement ○ Behavior Management ○ Electronic Devices ○ Computer Practices
    - Programs, Movies, and Video Games
    - Monitoring of Provisionally Employed Staff (If applicable)

### III. QUESTIONS TO ASK ABOUT THE CENTER

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- Medication Administration—Have 2 staff completed medication administration training and one onsite?
  - Will the center be administering medication? If yes, do you have written parental consent for each child?
  - Is the medication in the original container and current?
  - Will you allow children to self-administer medication while they are in your care? ○ Do you have written authorization from the parent?
  - Do you have all of the necessary forms on file for medication administration?
- Hazardous substances, materials and equipment ○ Are all cleaning supplies, harmful substances, and hazardous equipment stored in a locked cabinet, container, room or shed that is inaccessible to children?
- Classrooms ○ Do all classrooms have age appropriate furniture and toys?
  - Does the center have age appropriate equipment and safety approved cribs and furniture?
  - Are the toys accessible to the children in their designated rooms?
- Playground ○ Is the playground safe and free of hazards? ○ Does the playground have age appropriate toys? ○ Is the playground completely fenced or otherwise enclosed?
  - Is any of the equipment above 4 feet? If yes, is there a sufficient amount of soft surface?
  - Can children exit directly from center buildings into the fenced outdoor playground?
- Safety Items ○ Are all electrical outlets covered?
  - Are all strings and cords out of the reach of children? There should be no space heaters in the center.
  - If crock-pots or bottle warmers are used, are they secure, out of reach, and not in area that the children have access to?
- Vehicles (if you will provide transportation) ○ Are all vehicles in good repair?
  - Do all vehicles have valid inspection stickers? ○ Do all vehicles have current registration and license plates? ○ Does each vehicle have a first aid kit?
  - If crock-pots or bottle warmers are used, are they secure, out of reach, and not in area that the children have access to?

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**IV. THE FOLLOWING ITEMS MUST BE POSTED IN THE CENTER:**

- Current license
- Emergency phone numbers for fire, police, hospitals, poison control, Child Protective Services, and physical address of center
- Schedule of days and hours of operation
- Center’s policies, if no parent signature receipt
- Daily schedule activities
- Weekly menu
- Notice of Prohibition of Alcohol, Tobacco, and Firearms at the center
- The Safety Box
- “Back to Sleep” signs in infant rooms
- Center emergency info in each vehicle including name of director, phone number and address of center
- Written notice from physician authorizing a sleep position other than on the infant’s back
- Info regarding food allergies and special diets of children posted in food prep area
- Licensing Division form noting child to staff ratio in each room

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Name of Center

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Owner Name

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Date Completed

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Director Name

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Date Completed

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